

**CASHIER
(CASH VERIFIER)
NF-0530-01**

**QUALITY OF LIFE
BUSINESS OFFICE**

CASHIER
(CASH VERIFIER)

INTRODUCTION

This position is located in the Business Division, of the Quality of Life Department at Naval Air Station, Lemoore, California. The purpose of this position is to provide clerical support to the Quality of Life Business Office and to provide support for verification and deposit of daily cash receipts for the Quality of Life Department.

MAJOR DUTIES AND RESPONSIBILITIES.

Serves as a cash verifier to the Central Cashier. Verifies count of all cash receipts to include checks and credit card charge slips. Reviews checks to ensure required identification information is properly recorded. Rolls loose coins into coin wrappers. Runs various calculator tapes to support the Central Cashier, such as to total all checks and provide additional tape copies for deposit, total Daily Activity Reports (DARs), etc. May be required to work at special events to provide change fund and cash deposit support or to provide basic support functions such as to serve as an alternate receiving agent.

Accompanies Central Cashier when required to pick up cash receipts or deliver change to another Quality of Life activity. May be required to deliver cash drop bags to W-R activities.

Serves as the Central Cashier for short periods of time such as during illness or vacations. Ensures accuracy of deposits and performance of all tasks in a timely manner. Assumes responsibility of Central Cashier's change fund. Balances the change fund daily during custody and ensures adequate change is on hand to support Quality of Life activities.

-----80%

Performs clerical duties in the Business Office. Types forms, files accounting documents, stamps payment documents and enters payment information. Performs a variety of support duties for the Accounting Branch such as preparation of accounting data for DARs and extending inventory sheets. Performs other duties as assigned.

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May be required to perform inventories of safes located in, the Quality of Life Department, ensuring safes are marked with required combination holder information.

CONTROLS OVER THE POSITION

Works under the general supervision of the Administrative Officer who also reports to the Quality of Life Business Manager. Follows the lead of the Central Cashier who reports to the Accounting Supervisor. The Central Cashier provides specific and detailed instructions on new or changed assignments. Work is periodically reviewed while in progress and a final review of completed work is accomplished to ensure accuracy and adequacy. The Accounting Supervisor evaluates performance, grants leave, and initiates disciplinary actions. The Central Cashier provides information/recommendations to the Accounting Supervisor regarding scheduled hours and performance evaluations.

QUALIFICATIONS

A good knowledge of the full range of basic cash processing regulations, procedures, and computations. Must be able to operate a calculator. Must possess the ability to meet predetermined deadlines. Frequent contact with manager and other cashiers requires use of considerable tact.

WORKING CONDITION

Duties are mainly performed within an office setting. Work is primarily sedentary. Incumbent does some walking while making bank deposits, buying change, picking up cash, or delivering cash bags. This may be somewhat uncomfortable during very cold or hot weather conditions.